

What are files?

Files we create	These are the files we will interact with most directly, since we make them ourselves. Word documents are just one example of files we create. Other examples include photos that you take with a digital camera and "MP3" files which store music.
Program Files	<p>Programs consist of a very complex set of instructions to the computer. This information is stored together as a file. Programs are also sometimes called <i>applications</i>.</p> <p>Program file names often end in ".exe", which stands for "executable". If you see an ".exe" file in an email attachment, never download it! This is one of the main ways that computer viruses spread!</p>
Support Files	While programs are the actual sets of instructions, sometimes the computer needs additional information. What a desktop icon looks like, or what a particular sound effect sounds like are a couple examples.

The main point is that **there are other files we will never see or touch**. These files we don't normally ever need to worry about. Our focus today is strictly with the first category of file, **files we create**.

Where are files stored?

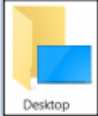





Internal storage: Hard drive – where your files/folders/programs are saved on your computer.

External storage: storage that can be portable and accessible on multiple computers

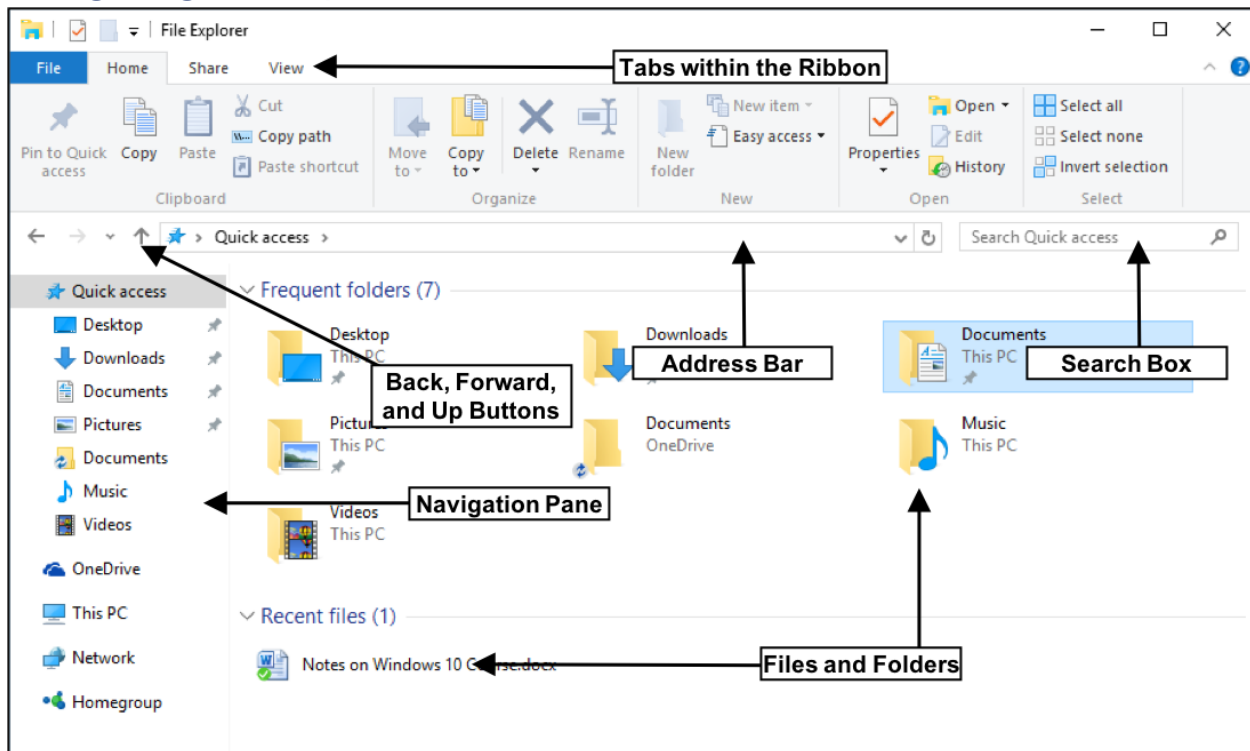
Folders

Folders are file storage locations that help with file management and organization.

Default Windows folders:

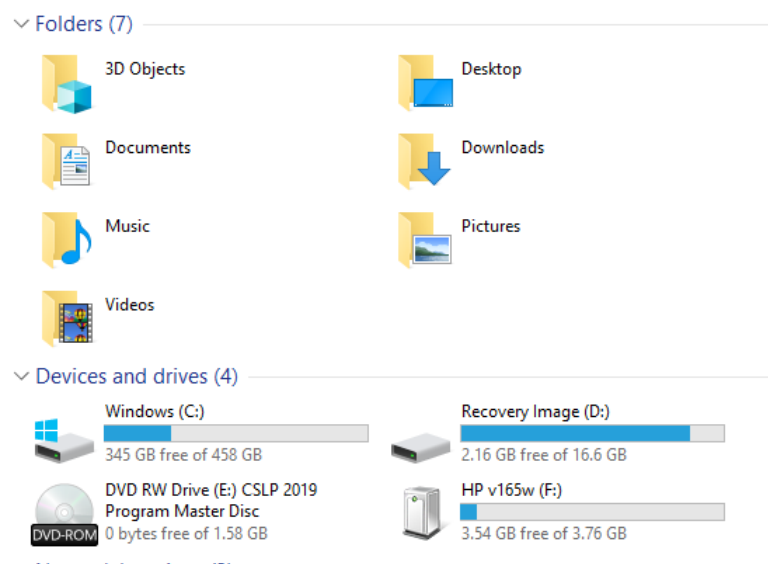
	The files in this folder appear as icons on your computer's desktop.		Use this folder to store all of your digital music, such as songs that you copy from an audio CD or download from the Internet.
	Use this folder to store letters, tax information, job resumes, and other personal files.		Use this folder to store your digital pictures, whether you get them from your camera, scanner, or in e-mail from other people.
	Use this folder to store files and programs that you've downloaded from the web.		Use this folder to store all of your videos, such as clips from your camcorder or phone, as well as digital movies that you've downloaded.

Navigating File Explorer



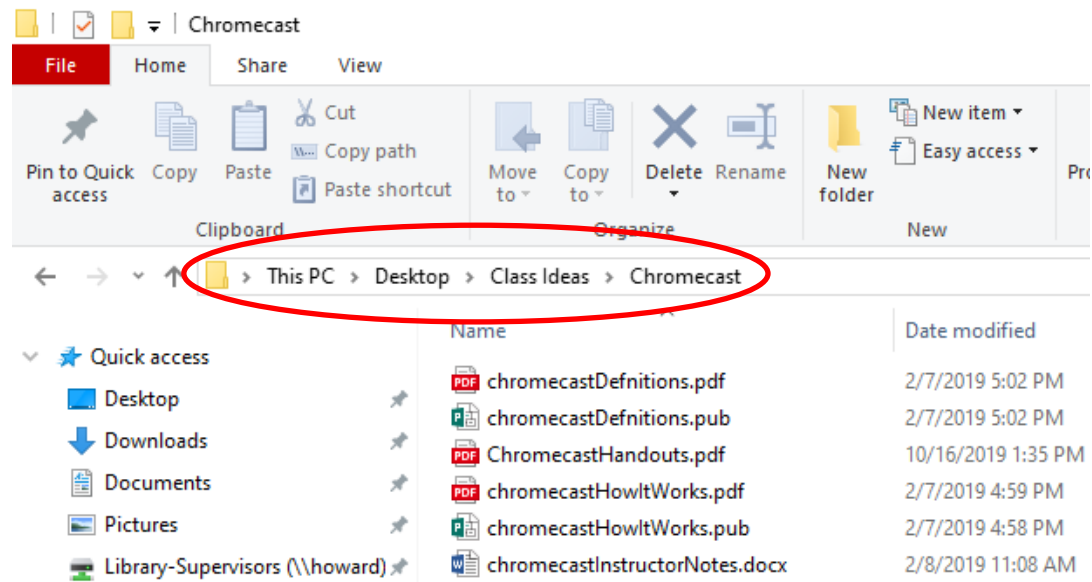
Clicking on "This PC" will display all of the devices and drives available on your computer. Any external drives will pop up in this section with a new drive letter.

Ex) E: Drive – DVD Drive, F: USB Drive



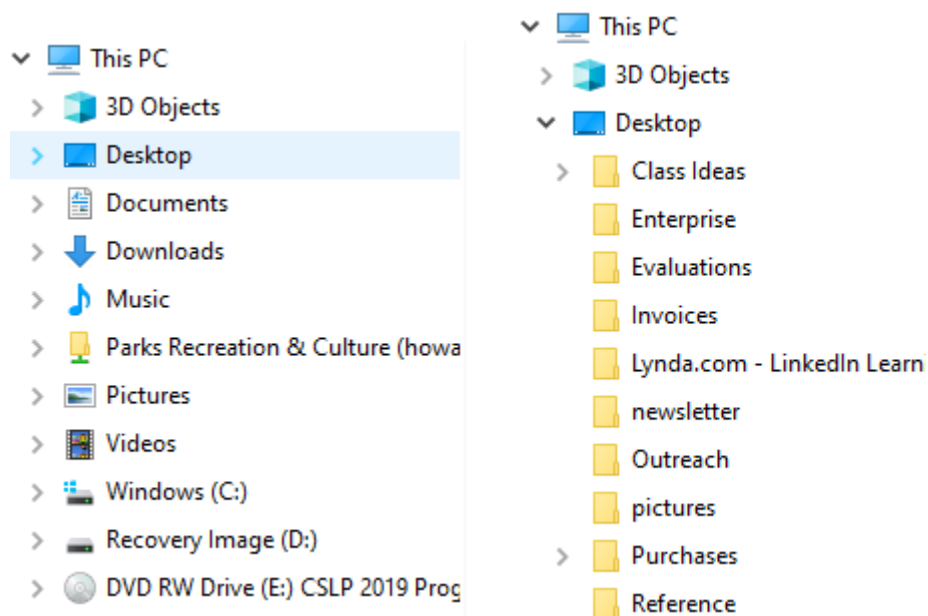
File Paths:

The path where you started to where you ended up; if you're unsure of where you are, you can always refer back to the file path.

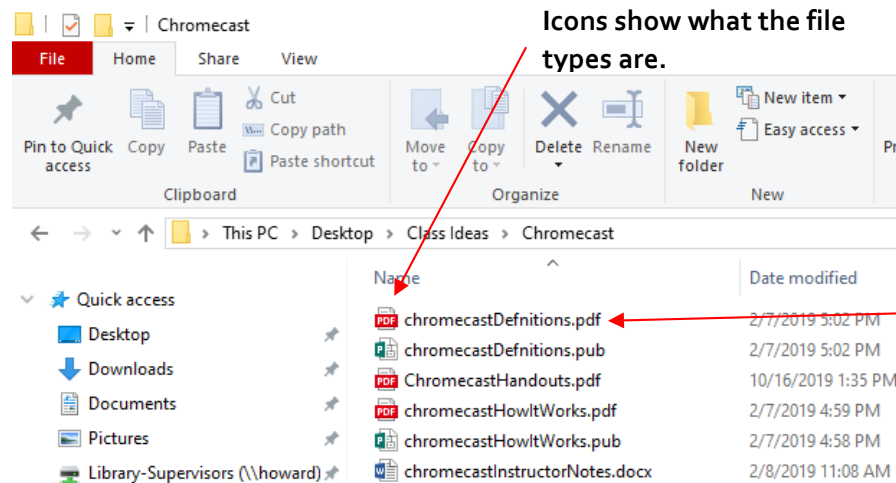


Drop down menus:

Notice that in File Explorer file locations have arrows next to them. These arrows signify that there are subfolders within those file locations.



File extensions



The abbreviation after the . also denotes the file type.

Whenever you save a file, the computer will automatically add the appropriate extension.

Common file extensions: PDF, DOCX, JPG, PNG, XLSX, EXE

- A note about EXE – EXE means that this is an executable file, like a program. Word, Excel, Photoshop – these are all .exe files. NEVER open an EXE file that you receive as an email attachment; this is the easiest way to get a virus. The computers at the library have a firewall that prevents them from opening .exe files that are not already installed on the computer.

Not all computers can view all file extension types; the computer has to have the program available that the file needs to use to open

Ex) PDFs need Adobe Reader to be properly viewed, and Adobe Acrobat to be edited – the computers at the library have Adobe Reader, but not Adobe Acrobat – Reader is free, acrobat is a subscription.

File Management with Windows 10

Types of External Storage



USB/Flash/Thumb Drives

Generally small, but can hold several GBs of storage.



SD Cards

Used in most cameras for picture storage; micro SD cards are generally used in cell phones (excluding iPhones)



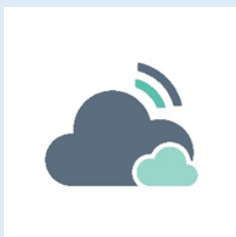
CDs/DVDs

Archive CDs & DVDs are used to store files & folders; i.e. if you have a lot of pictures, too many for a CD to hold, they can be stored on a DVD; CD doesn't have to be specifically for music, and DVD isn't always only for movies.



External Hard Drive

Used for storing a large amount of files/folders/programs; generally used as back-up storage.



Cloud storage

Cloud storage involves stashing data on hardware in a remote physical location, which can be accessed from any device via the internet; OneDrive, Google Drive, DropBox and Apple iCloud are examples of cloud storage.



Cell Phones

iPhones only have internal storage where pictures/music/files are stored; these files can be accessed on a computer with an iPhone cable; other cell phones typically have both internal storage and can have external storage, like a micro SD card.